



DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
7500 Security Blvd.
Baltimore, Maryland 21244
HEALTH PLAN BENEFITS GROUP

March 4, 2003

To: Medicare+Choice Organizations, Cost Contractors, Demonstrations and Other Interested Parties

From: Jean D. LeMasurier, Acting Director, Health Plan Benefits Group

The Centers for Medicare and Medicaid Services (CMS) invites you to attend the *Medicare+Choice (M+C) Contract Year 2004 Adjusted Community Rate Proposal (ACRP) Seminar*. The seminar will be held on June 17 – 18, 2003 and will cover issues dealing with the Adjusted Community Rate (ACR) and the Plan Benefit Package (PBP).

The purpose of Tuesday, June 17 is to educate the beginner on ACR & PBP topics. The purpose of the second day, June 18, is to update M+C organizations and other interested parties on the latest ACRP policy, operational guidelines, submittal and review processes, and procedures for contract year 2004.

Schedule			
Subject	Date	Time	Audience
Contract Year 2004 Adjusted Community Rate Proposal (ACRP): Discussion of ACR and PBP issues for the CY2004 submissions	June 17, 2003	Registration: 8:30 a.m. PBP 101: 9:00 – 11:30 - classroom workshop for ACR users wanting a basic understanding of the PBP ACR 101: 1:00 – 4:00 PBP 201: 1:00 – 4:00 – hands-on workshop for the beginner PBP user in the computer room	All M+COs, Cost Contractors, Demonstrations, actuaries, and consultants
	June 18, 2003	Registration: 8:00 a.m. Primary Seminar: 8:30 a.m.–5:00 p.m.	

There is no charge for the seminar, but room capacity is limited. Registration will be first-come, first-served, and will close when we reach capacity.

Please register for the seminar on the website listed below. The registration deadline is four days prior to the seminar. For your convenience, there are two alternate ways to register: by e-mail or fax.

Web Site Address <http://acrpseminar.lmi.org>
E-mail Address rdeol@lmi.org
Fax (703) 917-7517

Using the web site is the fastest way to register. The web site also contains other information, including directions to CMS and a listing of nearby hotels.

The seminar will be at the CMS national headquarters at 7500 Security Boulevard in Baltimore, MD. CMS will also provide teleconferencing from the Regional offices on June 18, 2003 only. If you wish to attend via teleconference from the Regional office, you must register on the CMS website indicated above.

Please note that in order to allow time to cover all of the material in this year's seminar, CMS has not scheduled the usual question and answer session at the end of the seminar. Instead, CMS encourages participants to submit their questions on the Medicare+Choice program and related ACRP policy issues to ACRPSeminar@cms.hhs.gov by COB June 6. CMS will post the answers to questions as they are received on the HPMS and CMS website. CMS will address questions of general interest at the June seminar presentations.

Further information is available from Ms. Rinku Deol at LMI, (703) 917-7141, or fax (703) 917-7517.